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Approved For Release 2001/04/10 : CIA-RDP80-01240A000200070035-6

CONFIDENTIAL

2 JUN 1959

MEMORANDUM FOR: Chief, Hear East Division

ATTENTION:

Personnel Officer

SUBJECT:

25X1A

Reclassification of Position 395, Auditor

GS-0510.13-09, Station

25X1A6a

1. To confirm a recent telephone conversation between you and a member of this Division, the subject proposal has been reviewed and a determination made that the appropriate classification is Pinance Officer GS-11.

2. The upgrading of the position to GS-11 would result in an increase in the average grade for the SF Career Service. Therefore, in compliance with the provisions of Agency Notice compensating grade changes in the SF Career Service are required before final classification action can be taken.

FOR THE DIRECTOR OF PERSONNEL:

SIGNED

25X1A9a

Chief, Salary and Wage Division

Distribution:

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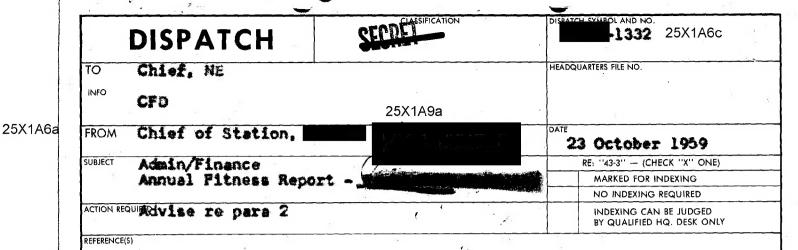
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25X1A6c

1112 dtd 10 Jul 59 attached 1092 dtd 3 Jul 59 539 dtd 16 Jul 59

Transmitted herewith is annual Fitness Report for subject.

Please advise as soon as possible action taken by

Headquarters in regard to

promotion per

25X1A9a

references.

25X1A9a



a/s(3 copies) Attachment:

21 October 1959

Distribution:

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25X1A9a

	OUTIN	G AND	RECOR	D SHEET
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25X1A6c

4. Any special consideration that can be given this request by the SF Career Service Board will be greatly appreciated.

25X1A2e

10 July 1959

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1092 3 July 1959 Page 2

25X1A6c

25X1A2e

In view of the fact that the original request for s promotion pre-dated Ref E, it is requested that be promoted to GS-11 in keeping with the responsibilities the position. A promotion to GS-10 under the circumstances of this case would be most inadequate. Favorable action on this request would be greatly appreciated.

25X1A2e

1 July 1959

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25X1A9a

Soudenth word

AIR 25X1A6c Chief of Station, 25X1A6a SF Career Service Board 25X1A9a Administrative 25X1A2e Promotion of REFERENCES: (A) -824 25X1A6c (b) 213 852 ACTION REQUIRED: As indicated The data furnished with reference (a) has been utilized in the ditor DDP Con Cine. preparation of a position description for submission to the Office of Personnel for its consideration, together with our recommendation that the position be reclassified. As indicated in reference (b), no action can be taken on the request for promotion until the Office of 25X1A2e Personnel reclassifies the position from a GS-9 to GS-11. When the position is reclassified to a GS-11, the SF Career Service Board will give further consideration to promotion. 25X1A2e 23 March 1959 E. R. SAUNDERS distribution:

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REST COPY

25 March 1959

MONORAMOUN FOR: Office of Personnel

ATTEMTION

: Selery and Wage Division

SULTECT

: Review of Finance Assistant Position

25X1A6a

25X1A6c

REFERENCE

: BLBT-824

In accordance with current data furnished by the Station and the Chief of Station's recommendation that subject position be reclassified to GS-11, the attached position description, prepared by this office, is forwarded for your review. Please advise this office if additional information is desired.

25X1A9a

25X1A6a

25X1A9a

Acting Chief, Pinemee Division

Attachment:

Position Description

CONCUR:

27 MAR 1959

Date

(presoned by SWI 25X1A9a

Comptroller

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